



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2011- 29**

**December 21, 2011**

**Open To:** All Interested Candidates/All Sources

**Position:** Human Resources Assistant FSN-7

**Opening Date:** Immediate

**Closing Date:** January 4, 2012

**Work Hours:** Full Time Schedule - 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of Human Resources Assistant in the Management Section. All ordinarily resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

## **BASIC FUNCTION OF POSITION**

Perform general clerical work, and maintain section files. Provide back-up to other HR position during absence and workload overflow.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Populate and maintain WEPASS Post Personnel database.

Process a variety of documents and related correspondence affecting American and LES HR. Type correspondence, letters, telegrams, memoranda, announcements and forms. Translates routine unclassified and sensitive correspondence or documents from Kirundi or French into English.

Maintain, organize and update all general HR files (cables, letters, memos and other documents) as well as individual LES official HR files adding or deleting from files as necessary.

Assist in the preparation of individual personnel actions for all types of transactions including appointments, promotions, periodic pay increases, reassignments, suspensions, leave-without-pay, resignations, retirements, PSA renewal actions etc. Similarly prepares mass actions effecting pay adjustments resulting from wage surveys or other actions involving large numbers of employees.

Maintain staffing patterns files adding or deleting positions as authorized, and post types of action affecting employee in each position such as new titles, grades, step increases, and effective dates based on personnel actions processed.

Maintain lists of LES leave balances and retirement eligibility dates.

Prepare list of newly arrived personnel to be scheduled for appointments to meet the Ambassador or DCM.

Provide information regarding the employment of maids, cooks, or other domestic employees by American members of the post.

Assist with the Awards Program by procuring and preparing certificates and pins, scheduling location of ceremony, arranging for caterers, and notifying participating personnel.

Provide departing personnel with check-out list and assists in departure check-out.

Escort visitors and applicants.

Prepare FSN employment materials (forms and contracts) for orientation packages.

Extract biographic or other data from files for preparation of various reports and data calls.

Maintain due dates for LES Performance Evaluation Reports (PERs) and notify all supervisors on a timely basis regarding EER completion schedules. Maintain section records and regulations, including 3 FAM, FSNP, Post FSN Handbook, etc.

Perform other duties as assigned by supervisor.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Completion of two years of university studies is required.
- b. **Prior Work Experience:** Minimum two years of progressively responsible clerical experience in the field of Human Resources or Administrative management or a closely related field is required. One year of experience in recruitment is required.
- c. **Post Entry Training:** Provided by LES supervisor and by formal Department of State training online.
- d. **Language Proficiency:** Level IV English and French, as well as fluency in Kirundi are required.
- e. **Knowledge:** Must have a good knowledge of general office operations and procedural requirements, principles and practices pertaining to functions performed in the HR Office. Must have good understanding and familiarity with local labor and social security laws and regulations.
- f. **Skills and Abilities:** Level III typing/word processing skills are required, as are basic computer skills and familiarity; ability to organize work logically and follow through on all tasks to completion is required. Must have ability to deal with a wide variety of personalities; must have ability to set priorities and meet deadlines; must be able to respect and maintain impartiality and client confidentiality.

#### **POSITION ELEMENTS**

- a. **Supervision Received:** Is directly supervised by the Senior Human Resources Assistant.
- b. **Available Guidelines:** Dept of State regulations, Foreign Affairs Manuals, published post procedures, handbooks, and Management Notices, supervisor's advice and guidance, and formal State Dept. training seminars.
- c. **Exercise of Judgment:** In processing LES social security contributions, EERs, medical reimbursement claims; in maintaining client and section confidentiality and impartiality; in setting priorities and meeting deadlines.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level and Purpose of Contacts:** Local authorities and businesses to obtain information relative to the local compensation benefits and retirement regulations; American and LES staff in carrying out routine functions of position.
- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:** 1 year.

**SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae; **plus**
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle Driver's License Class / Type
- M. Days available to work

- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

**SUBMIT APPLICATION TO**

Human Resources Office  
Attention: The Human Resources Officer  
Embassy of the United States  
Avenue des Etats Unis  
B.P 1720 Bujumbura  
or  
Email: [BujumburaHR@state.gov](mailto:BujumburaHR@state.gov)

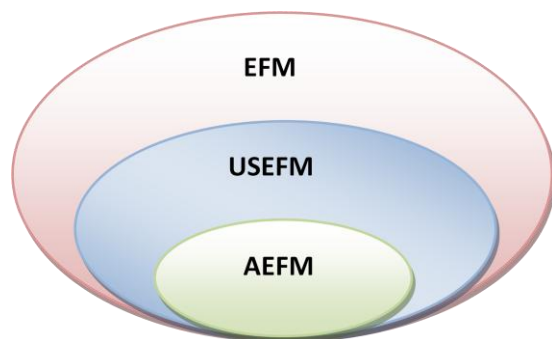
**POINT OF CONTACT**

Telephone: 22.207.263

**CLOSING DATE FOR THIS POSITION: January 4, 2012**

*The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**DEFINITIONS**

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,

- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).